



# EQUAL EMPLOYMENT OPPORTUNITY TRAINING CATALOG

 DIVERSITY  EQUITY  INCLUSION

*@learning link*

*@udemy*

*@human relations commission*



# DIVERSITY

# EQUITY



# INCLUSION



## @Learning Link

### **DIVERSITY: SKILLS FOR THE 21ST CENTURY WORKFORCE (Instructor-led webinar)**

This webinar is designed to broaden and deepen participants' understanding of diversity and diversity-related issues in the workplace. Participants will learn to work more collaboratively, respectfully, and inclusively with diverse groups to maximize individual and team strengths, and to increase cultural competence.

**Target Audience:** Potential supervisors, advocacy staff, and Equal Employment Opportunity Coordinators

**Duration:** 4 hours

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### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) TRAINING FOR COMMISSIONERS (Instructor-led webinar)**

This webinar informs Commissioners of their rights, roles, and responsibilities under Federal and State anti-harassment and nondiscrimination laws, and the County Policy of Equity (CPOE). Commissioners will also build cultural competence, learn how to mitigate implicit bias, and deepen their understanding of diversity and diversity-related issues.

**Target Audience:** Newly appointed, permanent LA County Commissioners

**Duration:** 4.5 hours

**[CONTACT YOUR DEPARTMENT TRAINING COORDINATOR](#)**

### **EMPLOYMENT DISCRIMINATION PREVENTION TRAINING (Instructor-led webinar)**

This webinar is designed to assist managers and supervisors in identifying their roles and responsibilities under Civil Rights laws and related County policies. The focus on concepts such as disparate treatment, adverse impact, discrimination, harassment, and implicit bias will help managers and supervisors learn best practices in the identification, prevention, and reporting of potential violations.

**Target Audience:** Managers and supervisors (mandatory)

**Duration:** 4 hours

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### **TRANSGENDER AWARENESS: WORKING WITH CONSTITUENTS AND COLLEAGUES (Online)**

This online training provides education on etiquette and accepted language for the transgender, nonbinary, and LGBTQ+ communities, to foster a more accepting and service-oriented work environment.

**Target Audience:** All employees

**Duration:** 1 hour

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### **TRANSGENDER AWARENESS FOR MANAGERS AND SUPERVISORS (Instructor-led webinar)**

This training is designed to assist managers and supervisors in understanding their role and responsibilities under Federal and State laws, and County policies that protect transgender employees from discrimination, harassment, and inappropriate conduct.

**Target Audience:** Managers and Supervisors

**Duration:** 4 hours

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### **TRANSGENDER AWARENESS (NON-SUPERVISORY) (Instructor-led webinar)**

This training is designed to assist staff in understanding Federal and State laws, and County policies that protect transgender employees from discrimination, harassment, and inappropriate conduct.

**Target Audience:** Non-supervisory employees

**Duration:** 2 hours

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**COUNTY POLICY OF EQUITY FOR EMPLOYEES (Online)**

This course is designed to help employees understand their rights to be free from discrimination, unlawful harassment, retaliation, and other inappropriate conduct in the County workplace. The course reviews the County Policy of Equity (CPOE) in its entirety, and the employees will learn about protected characteristics, conduct prohibited under the policy, the scope of coverage of the policy, and how to report potential violations.

**Target Audience:** All non-supervisory County employees (mandatory)

**Duration:** 3 hours

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**SEXUAL HARASSMENT AND DISCRIMINATION PREVENTION FOR NON-SUPERVISORS (Online)**

This course focuses on how to identify, prevent, and stop inappropriate conduct of a sexual nature, conduct prohibited under various State and Federal laws, and County policies. The course will review employer and individual liability, and employees will learn what is, and what is not considered sexual harassment under the policy, and the importance of maintaining professionalism and dignity in the workplace.

**Target Audience:** All non-supervisory County employees (mandatory)

**Duration:** 3 hours

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**IMPLICIT BIAS AND CULTURAL COMPETENCY: AN INTRODUCTION (Online)**

This course introduces the fundamental concepts of implicit bias and cultural competency. It also provides practical techniques that each learner can use to develop an individualized development plan to mitigate implicit biases and improve their cultural competence.

**Target Audience:** All County employees (mandatory)

**Duration:** 75 minutes

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**COUNTY POLICY OF EQUITY FOR SUPERVISORS (Online)**

This course is designed to help supervisors and managers understand the rights of employees to be free from discrimination, unlawful harassment, retaliation, and other inappropriate conduct in the County workplace. The course reviews the County Policy of Equity (CPOE) in its entirety. Managers and supervisors will learn about their role and responsibilities in the administration of the CPOE including mandatory reporting of potential violations.

**Target Audience:** All managers and supervisors (mandatory)

**Duration:** 3 hours

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**SEXUAL HARASSMENT AND DISCRIMINATION PREVENTION FOR SUPERVISORS (ONLINE)**

This course focuses on how to identify, prevent, and stop inappropriate conduct of a sexual nature, conduct prohibited under various State and Federal laws, and County policies. The course will review employer and individual liability, the role and responsibilities of managers and supervisors in the administration of the sexual harassment prevention program, and requirements to report potential issues of sexual harassment in the workplace. Managers and supervisors will learn what is, and what is not considered sexual harassment under the policy and how to manage the workplace to stop and prevent issues of sexual harassment.

**Target Audience:** All managers and supervisors (mandatory)

**Duration:** 4 hours

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# DIVERSITY EQUITY INCLUSION

## Upcoming Courses

### **NEW EMPLOYMENT DISCRIMINATION PREVENTION TRAINING (Coming Soon)**

This course is designed to assist managers and supervisors in identifying potential discriminatory practices, and to provide tools to identify, assess, prevent and report potential violations. The course will cover Equal Employment Opportunity Plans and their development and implementation processes.

**Target Audience:** All managers and supervisors  
**Duration:** 2 hours

### **INCREASING RESPECT IN THE WORKPLACE (Coming Soon)**

This webinar will discuss behaviors and attitudes needed to increase respect and high morale in the workplace. Participants will learn the difference between professional and inappropriate behaviors, workplace etiquette, and the importance of having clear boundaries that create good working relationships.

**Target Audience:** All County employees  
**Duration:** 4 hours

### **DIVERSITY, INCLUSION AND BELONGING (Coming Soon)**

Learners will explore key concepts related to diversity, equity, and inclusion, as well as build needed skills to actively contribute to a positive workplace culture.

**Target Audience:** All County employees  
**Duration:** 40 minutes

### **MANAGING BIAS (Coming Soon)**

This course defines bias, describes how it affects the workplace, and encourages learners to use that knowledge to reduce the negative effects. Employees will understand that biases can affect our actions, which can have real impacts on people, and that if left unchecked, biases can create unhealthy work environments that reinforce unjust practices.

**Target Audience:** All County employees  
**Duration:** 20 minutes

### **SOGIE 101: A WORKSHOP (Coming Soon)**

Everyone has a SOGIE! In this workshop, learners will be introduced to concepts of sexual orientation, gender identity/expression (SOGIE) and learn how to enhance interpersonal and professional relationships with clients and peers who have diverse or expansive SOGIE.

**Target Audience:** All County employees  
**Duration:** TBD

### **THE INS AND OUTS OF SOGI DATA COLLECTION (Coming Soon)**

In this workshop on sexual orientation, gender identity (SOGI), participants will learn about the importance of SOGI data collection, why it is vital to community health, and how it helps meet the needs of County constituents. The workshop offers skills for gathering crucial data points comfortably and effectively by learning how to build rapport, reviewing best practices, and portraying real-life scenarios.

**Target Audience:** All County employees  
**Duration:** TBD

### **DIVERSITY: INCLUSION IN THE MODERN WORKPLACE (Coming Soon)**

This course explores the nature of diversity and provides practical strategies for workplace inclusion. It explores key concepts such as identity, power, privilege, and communication through the unique experiences of real people. By gaining a better appreciation for our shared experiences of difference, our shared expectations of respect, and our shared need to belong and feel appreciated, employees are encouraged to identify how they can create more inclusive and accepting workplaces.

**Target Audience:** All County employees  
**Duration:** 1 hour



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@Udemy

Los Angeles County University (LACU) offers County employees access to Udemy for Business, an online library of over 3,000 on-demand training courses on topics that can help employees be more effective on the job and better prepared to achieve their career goals. The following courses from Udemy have been curated by the EEO team and they are aligned with the County's policies and procedures.

[lacounty.udemy.com](http://lacounty.udemy.com)

### **A DIVERSITY DEEP-DIVE, LEADERSHIP INSIGHTS AND LESSONS**

This course will help the participants understand people who continue to be uncomfortable with diversity and will provide a look into research and studies on diversity and inclusion.

**Duration:** 4 hour

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### **PSYCHOLOGY OF DIVERSITY AND UNCONSCIOUS BIAS**

This course will help the participants understand the difference between stereotypes, prejudice, and discrimination, how stereotypes affect judgments of others and our own performance, how to best approach diversity, and how to reduce the effects of conscious and unconscious bias.

**Duration:** 2.5 hours

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### **UNCONSCIOUS BIAS: FUEL DIVERSITY AND BECOME A BETTER YOU**

This course will review types of biases most people don't know exist and will help participants overcome those biases.

**Duration:** 2 Hours

**[CLICK TO REGISTER](#)**

### **DIVERSITY, EQUITY AND INCLUSION: A BEGINNER'S GUIDE**

This course will help the participants build a new vocabulary around diversity, equity, and inclusion, explore social identity and its impact on our interactions, and teach how to listen actively and empathetically.

**Duration:** 1 hour

**[CLICK TO REGISTER](#)**

### **ALLY UP: HOW TO BUILD AND ACTIVATE ALLY PARTNERSHIP**

This course will help the participants to learn about allyship, how to use allyship to promote diversity and inclusion in the organization and how to connect across difference and build a better, more equitable workplace and world — together.

**Duration:** 2 hours

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### **INCLUSIVE LEADERSHIP: WORKING WITH EQUALITY AND DIVERSITY**

This course will help participants to develop and apply their skills as inclusive leaders. They will learn more about equality and diversity to grow their team and the organization, enhance their performance, and improve their personal satisfaction.

**Duration:** 2 hours

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### **RESPECT GENDER & SEXUAL DIFFERENCES & ASSERT YOURSELF**

This course will teach the participants how to respect gender and sexual differences and how to assert themselves in the workplace.

**Duration:** 31 minutes

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# DIVERSITY EQUITY INCLUSION

@Human Relations Commission

The County of Los Angeles Commission on Human Relations (Commission) facilitates training experiences to apply best practices and current research in response to requests from County and community partners to address historical and contemporary intergroup tension and institutional injustice. To request training facilitated by the Commission, representatives of interested groups can contact Commission staff at:

[info@hrc.lacounty.gov](mailto:info@hrc.lacounty.gov)

## EQUITY FOUNDATIONS TRAINING SERIES

The training series, consisting of 5 sessions, will equip participants with the knowledge and skills related to equity, diversity, and inclusiveness and how to advance these in the workplace; how to discuss issues related to race, racism, bias, and privilege in ways that are effective, respectful, and productive; historical roots of race and racism and some of their continued expressions in present-day systems, institutions, and workplaces; how explicit and implicit biases operate to sustain power and privilege by advantaging some groups and disadvantaging others; and how to collaborate with coworkers for mutual benefit as anti-racist allies.

### SESSION 1 - "OUR DIFFERENCES MATTER"

In this Session we discuss what equity is and how it can be measured, why it is essential for diverse workforces, and how to accomplish it with inclusiveness. Skills emphasized in this Session include Valuing Diversity and Robust Inclusiveness.

**Duration:** 3 hours

### SESSION 2 - "CONSTRUCTIVE CANDID CONVERSATIONS"

In this Session we discuss how we can engage with one another in conversations about challenging topics in ways that are open and frank as well as respectful and productive. Skills emphasized in this Session include Listening with Empathy and Speaking without Attacking.

**Duration:** 2 hours

### SESSION 3 - "THE POWER OF STEREOTYPES"

In this Session we discuss how racism reinforces entrenched social hierarchies of power and privilege, how race was created to justify racism, and examples of how racism influenced the formation of some public institutions such as public assistance, child welfare, and criminal justice.

**Duration:** 2 hours

### SESSION 4 - "YOU HAVE A CHOICE"

In this Session we discuss how bias-based stereotypes influence our decisions and actions and how we can manage that influence. Skills emphasized in this Session include Self-Management, Relationship-Building, and Cultural Competence.

**Duration:** 2 hours

### SESSION 5 - "WORKING TOGETHER FOR A CHANGE"

In this Session we discuss anti-racism, allyship, and effective collaboration and then apply these principles and practices to planning for the advance of equity. Skills emphasized in this Session include Effective Allyship and Full Collaboration.

**Duration:** 3 hours



# DIVERSITY EQUITY INCLUSION

@Human Relations Commission

## EQUITY LEADERSHIP TRAINING SERIES

In this training series, consisting of 3 sessions, participants will be equipped and confident to lead the effectuation of equity in their work structures and actions. By the end of the training sessions, participants will (i) be prepared to articulate what leadership is and how it affects workplace environments, functions, and interactions; (ii) be prepared to advance equity by leading assessment and needed change in policies and procedures; (iii) be prepared to oversee the cultivation of organizational culture and climate necessary for advancing equity, including psychological safety; and (iv) believe that active, deliberate, effective leadership is crucial to eliminating the influence of biases and advancing equity.

*Prerequisite: Participants in the Equity Leadership Training Series need to first complete the Equity Foundations Training Series.*

### SESSION 1 - "LEADERSHIP IS WHAT LEADERS DO"

This Session supports accomplishment of Expected Learning Outcomes 1 and 4:

- be prepared to articulate what leadership is and how it affects workplace environments, functions, and interactions;
- believe that active, deliberate, effective leadership is crucial to eliminating the influence of biases and advancing equity.

**Duration:** 1 hour

### SESSION 2 - "LEADING EQUITY AUDITS"

This Session supports accomplishment of Expected Learning Outcomes 2 and 4:

- be prepared to advance equity by leading assessment and needed change in policies and procedures;
- believe that active, deliberate, effective leadership is crucial to eliminating the influence of biases and advancing equity.

**Duration:** 1 hour and 30 minutes

### SESSION 3 - "LEADING CULTURE CHANGE TO ADVANCE EQUITY"

This Session supports accomplishment of Expected Learning Outcomes 3 and 4:

- be prepared to oversee the cultivation of organizational culture and climate necessary for advancing equity, including psychological safety;
- believe that active, deliberate, effective leadership is crucial to eliminating the influence of biases and advancing equity.

**Duration:** 3 hours

Note: Participants need to read some material in advance of this Session.



## ENROLLMENT PROCESS

1. Employees may register for live webinars by self-enrollment in the Learning Link or through a Departmental Registrar.
2. Managers must approve webinar enrollments in the Learning Link. (Managers will receive an approval request email from the Learning Link with a link to the approval page.)

Note: Webinars are provided on a fee-for-service basis. Fees are based on rates approved by the Auditor-Controller and are subject to change based on Department of Human Resources' (DHR) adopted budget.

Please note: An employee's confirmation of attendance, with or without a manager's pre-approval, shall authorize DHR to charge the Department for the employee's participation in the webinar.

## CANCELLATION PROCESS

1. The deadline for cancellation is 3 days before the webinar. (After the deadline, please contact DHR-Workforce and Employee Development (WED).)
2. If an employee is unable to attend, a replacement employee is permitted by contacting DHR-WED with the replacement employee's name and employee number.
3. If the originally enrolled employee does not attend and a replacement is not sent, the Department will be charged the full fee for the enrollment.

Note: Webinars are provided on a fee-for-service basis. Fees are based on rates approved by the Auditor-Controller and are subject to change based on DHR's adopted budget.

## DEPARTMENT - DEDICATED CLASSES

Departments may request dedicated classes for any of DHR-WED's webinars. To schedule a dedicated class, please contact Lisa DeShield or Shirley Jefferson (see contact information below). Please note that department-dedicated classes require a minimum enrollment of 10 employees.

## LEARNING LINK PROFILES

Please ensure employee profile information in eHR is correct. Learning Link profiles are based on eHR data, and incorrect information (e.g., email address, manager) will delay the enrollment process and may prevent employees from receiving important emails. For assistance updating employee profiles, please contact your Departmental Training Coordinator.

## PRONOUN TOOLKIT

For more information regarding our policies on gender identity and expression and for resources about the use of personal pronouns, please click on the following link: [Pronoun Toolkit](#). If you have any questions about the County policy or the use of personal pronouns in the workplace, please contact Tina Curry at (213) 738-2374.

## ADDITIONAL INFORMATION

Persons with disabilities needing auxiliary aids or services in order to participate must contact their Departmental Training Coordinator and notify DHR-WED at [DHR-WEDTraining@hr.lacounty.gov](mailto:DHR-WEDTraining@hr.lacounty.gov) no later than 7 days before the workshop.

## COST

Cost for each course may vary. Please contact DHR-WED at [DHR-WEDTraining@hr.lacounty.gov](mailto:DHR-WEDTraining@hr.lacounty.gov) for the most accurate pricing.

## DHR-WED CONTACTS

**KENDRA WIGGINS (213)351-6465 | LISA DESHIELD (213)738-2239 |  
SHIRLEY JEFFERSON (213)738-3444**